

**DEPARTMENT OF VETERANS AFFAIRS  
OFFICE OF INSPECTOR GENERAL  
VACANCY ANNOUNCEMENT**

<b>Announcement No.:</b>	OIG-00-AH-18
<b>Position Title/Series/Grade:</b>	Supervisory Auditor, GS-511-14
<b>Salary:</b>	\$71,954 - \$93,537 per annum*
<b>Hours Per Week:</b>	40
<b>Number of Positions:</b>	Two
<b>Promotion Potential:</b>	None
<b>Area of Consideration:</b>	<b>VA OIG ONLY</b>
<b>Relocation Expenses:</b>	Authorized
<b>Location:</b>	Office of Inspector General Office of Audit Planning Division Washington, DC
<b>Issue Date:</b>	<b>July 21, 2000</b>
<b>Closing Date:</b>	<b>August 21, 2000</b>
<b>Contact:</b>	Alex Hawkins (202) 565-5357

\*Salary includes the 3.80% General Schedule Increase and a Locality Payment of 9.05% for the Locality Pay Area of Washington-Baltimore, DC-MD-VA-WV (Including St. Mary's County, MD).

**EQUAL EMPLOYMENT OPPORTUNITY**

Actions to fill this position will not be based on discriminatory factors, which are prohibited by law.

**DUTIES**

The incumbent of this position serves as an audit manager in the Office of Audit, Planning Division. The incumbent serves as a manager conducting national audits, surveys and special projects and as a program desk officer. The incumbent plans and organizes audits of broad scope and complexity; supervises Central Office staff as well as auditors from field Operation offices. Approves and provides guidance for the development of audit scope, plans techniques, and methodologies, protocols, schedules, itineraries, work assignments and steps, and format and composition of audit reports. The incumbent also assures that project cost data provide realistic cost estimates, establishes controls to assure that costs are kept to the minimum amount necessary to efficiently and effectively accomplish the project; maintains effective client relationships as the Office of Audit representative in negotiations with various levels of Department management for approval of proposals, acceptance of audit findings and resolution of conflicts; assures effective staff utilization; reviews workpapers and routinely briefs the Division Director or other OIG management on progress of surveys, highlights potential problems and presents viable solutions.

**QUALIFICATION REQUIREMENTS**

Applicants must have completed a full four-year course of study in an accredited college or university that meets all of the requirements for a bachelor's degree in accounting; OR a bachelor's degree in another field that included 24 semester hours in accounting; OR an equivalent combination of experience and education that included a minimum of 24 semester hours in accounting. IN ADDITION TO THE BASIC REQUIREMENTS, applicants must have 1 year of specialized experience which is professional auditing experience and is defined as non-routine auditing work that required and was characterized by (1) professional knowledge of accounting; (2) professional ability to apply such knowledge in business or government accounting; and (3) positive continuing development of professional knowledge and ability. At least one year of the required experience must have been at a level of difficulty comparable to the next lower grade as listed in the Qualification Standards Operating Manual, Group Coverage Qualification Standard for Professional and Scientific Positions dated August 1994. Substitution of education for experience will be made in accordance with OPM guidelines, as applicable. CANDIDATES MUST MEET TIME-IN-GRADE RESTRICTIONS AND APPLICABLE QUALIFICATIONS REQUIREMENTS WITHIN 30 DAYS OF THE CLOSING DATE OF THE ANNOUNCEMENT.

## **RATING FACTORS**

1. Extensive knowledge of modern auditing principles, practices, procedures and professional standards.
2. Ability to independently plan, conduct, coordinate, manage and report on all aspects of complex economy and efficiency, program results and financial and compliance audits.
3. Ability to supervise several complex audit projects concurrently and to develop and maintain effective audit/client relationships.
4. Ability to effectively communicate both orally and in writing.
5. Ability to supervise and provide technical guidance and leadership to teams of professionals.

## **APPLICATION PROCEDURES**

Applicants should submit the following documentation to be considered for the position:

1. An Application for Promotion or Reassignment (VAF 4078); and
2. A current, signed SF-171 "Application for Federal Employment", OF-612 "Optional Application for Federal Employment" (indicate announcement number in Block #1) or a resume that includes all information required by the OF 612;
3. A copy of a current SF-50-B, "Notification of Personnel Action"; that reflects the change to your current grade /step, and
4. A copy of the most recent Annual Performance Appraisal (VAF 3482b) and associated Performance Standards; and
5. Responses reflecting specific examples that demonstrate your possession of the Rating Factors above. Applicants will not receive credit for simply paraphrasing the factors. Bond paper may be used or any appropriate form may be used.

NOTE: Application forms are available at <http://www.va.gov/forms/default.asp>

## **Applications may be provided via any of the following methods:**

<b>Send by regular mail service to:</b>	<b>Send via courier (FEDEX, etc.) to:</b>	<b>Handcarry to:</b>
Department of Veterans Affairs Office of Inspector General (53D3) (Attn: Alex Hawkins) 810 Vermont Avenue, NW Washington, DC 20420	Department of Veterans Affairs Office of Inspector General (53D3) (Attn: Alex Hawkins) 801 I Street, NW Washington, DC 20001	Office of Inspector General (53D3) Room 1160 801 I Street, NW Washington, DC 20001 Attn: Alex Hawkins

## **APPLICATION RESTRICTIONS, EVALUATION METHODS, AND OTHER GUIDANCE**

1. Documents above must be received or postmarked by the closing date of the announcement.
2. In accordance with 18 U.S.C. 1719 and U.S.C. 3201, use of postage-paid government envelopes for filing job applications is a violation of federal law and regulations. Applications submitted via any government-paid manner will not be considered.
3. Reassignment and change-to-lower grade candidates are invited to apply.
4. The candidate selected must complete a one-year supervisory/managerial probationary period (if not already completed).